PROCEDURE BYLAW 35M2017

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BYLAW NUMBER 35M2017

**BEING A BYLAW OF THE CITY OF CALGARY
TO REGULATE MEETINGS
OF COUNCIL AND ITS COMMITTEES**
*** ***

WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in *Council* meetings and to establish *Council Committee*s;

AND WHEREAS in accordance with Section 145 of the *Municipal Government Act, Council* may pass bylaws in relation to the procedure and conduct of *Council*, *Council Committee*s and other bodies established by *Council*;

NOW, THEREFORE, the *Council* of The City of Calgary enacts as follows:

PART 1 - INTERPRETATION

Short Title

1. This Bylaw may be referred to as the “Procedure Bylaw".

Applicability

2. This Bylaw applies to all meetings of *Council*, *Council Committee*s and other *City BCC*s. Committees created by *Council*, whether staffed by the *City Clerk* or not, are subject to the provisions of this Bylaw unless *Council* has authorized that committee to establish its own procedures.

3. The Appendices to this Bylaw form part of the Bylaw.

Authority

4. (1) If neither the *Municipal Government Act* nor this Procedure Bylaw resolves a question about procedure, the most recently published edition of Robert’s Rules of Order Newly Revised (RONR) is to apply, but only to the extent that RONR is applicable to the situation.

(2) Where the relevance or applicability of RONR is disputed, the *Chair* must determine the issue, subject to an appeal by a *Member*.

5. The rules contained in this Bylaw shall be used to facilitate progress and shall be applied in the spirit of fairness, equality and common sense.

Suspension of Rules

6. (1) Subject to section 7, any rule contained in this Bylaw or RONR may be temporarily suspended by *Council* or a *City BCC* on a case-by-case basis, by a *majority vote* or by *general consent*.

(2) In a case where a suspendable rule is inadvertently not adhered to, and no one’s rights

are being infringed upon nor is any discernible harm done to the proper transaction of business, the rule shall be deemed to have been suspended for that specific case.

Non-Suspendable Rules

7. Provisions of this Bylaw which contain a reference in square brackets, for example: [*MGA,* s. 12], originate in the *Municipal Government Act* or other governing legislation and these provisions may not be altered or suspended.

PART 2 - ORGANIZATION OF COUNCIL AND ESTABLISHMENT OF COMMITTEES

A – Council

Presiding at Council

8. The *Mayor*, when present, presides as *Chair* over all meetings of *Council*.

[*MGA*, s. 154(1)(a)]

Deputy Mayor and Deputy Mayor Roster

9. (1) *Council*, at its Organizational meeting, shall adopt a roster of *Deputy Mayor*s for the following year.

(2) If the *Mayor* is absent from a meeting of *Council*, the *Deputy Mayor* assigned on the roster shall preside. If the assigned *Deputy Mayor* is also absent, the next *Deputy Mayor* in the adopted rotation shall preside, and so on.

B – Committee Establishment

Standing Policy Committees (SPCs)

10. By this Bylaw, *Council* establishes the following as SPCs:

(a) Standing Policy Committee on Community and Protective Services,

(b) Standing Policy Committee on Planning and Urban Development,

(c) Standing Policy Committee on Transportation and Transit, and

(d) Standing Policy Committee on Utilities and Corporate Services.

Standing Specialized Committees (SSCs)

11. By this Bylaw, *Council* establishes the following as SSCs:

(a) Gas, Power and Telecommunications Committee,

(b) Intergovernmental Affairs Committee, and

(c) Priorities and Finance Committee.

12. The Audit Committee, established by the *Audit Committee Bylaw*, is also designated by *Council* as an *SSC*.

Election of Chair and Vice-Chair of Council Committees

13. *Council Committee* membership, chairmanship and functions are described in Appendices A and B.

Other City BCCs Not Specifically Established By This Bylaw

14. *Council* may establish other *City BCC*s in accordance with Appendix C, as are necessary or advisable for the orderly and efficient handling of the affairs of *The City*.

Actions of BCCs Not Binding

15. No action of a *City BCC* is binding on *The City*, unless:

    (a) the power to take such action is expressly conferred on the *City BCC* by legislation, bylaw or resolution; or

    (b) *Council* has adopted the motions recommended by the *City BCC*.

PART 3 - MEETING SCHEDULING

(Dates, Times, & Notice)

A – Scheduling of Meetings

Council and Council Committee Meeting Scheduling by Council Calendar

16. (1) Annually, *Council* will adopt a schedule of *Regular* and *Special* meetings for the subsequent year (a Council Calendar). The *City Clerk* will present one or more calendar proposals for consideration by *Council*.

    (2) All *Members* of *Council* must be present at the meeting when a Council Calendar is adopted.

    [*MGA*, s. 193(1)]

    (3) Notice for meetings scheduled in a Council Calendar which has been adopted by *Council* need not be given.

    [*MGA*, s. 193(2)]

Additions or Changes to Meetings Scheduled on the Council Calendar

17. (1) *Council* and *Council Committee* meeting dates and changes thereto, must be determined with input from the *City Clerk*, to minimize conflict between meetings and to ensure proper notification of the public.

    (2) *Council* and *Council Committee*s may cancel or revise their respective meetings, or schedule additional meeting dates or times as required, by a vote of the body, in consultation with the *City Clerk*. The *City Clerk* must provide notice of the changes or additions as noted in section 22.

(3) A scheduled meeting may be cancelled by the *Chair* in consultation with the *City Clerk*, if the deadline for agenda submissions has passed, and there is no time-sensitive business to bring to that meeting.

(4) The *Mayor*, in consultation with the *City Clerk*:

(a) may call a *Special Council* meeting whenever the *Mayor* considers it appropriate to do so; and

[*MGA*, s. 194(1)(a)]

(b) must call a *Special Council* meeting if the *Mayor* receives a written request for the meeting, stating its purpose, from a *majority* of the *Councillor*s. Such meeting must be held within 14 days after the date that the *Mayor* receives the request.

[*MGA*, s. 194(2)(b)]

Sub-Committee Scheduling

18. Each Sub-committee of a *Council Committee* may set its own meeting dates and times, with input from the *City Clerk*, to minimize conflict between meetings and to ensure proper notification of the public.

City BCC Scheduling

19. Other *City BCC*s shall meet as soon as possible after the Organizational meeting of *Council* to set their annual meeting schedule, with input from the *City Clerk*, to minimize conflict between meetings and to ensure proper and timely notification of the public.

Location of Meetings

20. (1) Meetings of *Council* must ordinarily be held in the Council Chamber in the Municipal Building.

(2) Meetings of *Council Committee*s and their sub-Committees must ordinarily be held in the Municipal Complex.

(3) Despite subsections (1) and (2), *Council* may by resolution change the location of a *Council* meeting, with consideration to the following:

(a) the location cannot be outside the Calgary city limits; and

(b) the location must have public access, free from admission charge.

Use of Council Chambers

21. The *City Clerk* and the *Mayor* may approve the use of Council Chamber for meetings other than meetings of *Council* or *Council Committee*s.

B – Providing Notice of Meetings

22. Except for meetings scheduled on the adopted Council Calendar, the *City Clerk* must notify *Members* and the public as soon as possible, and no less than 24 hours in advance, when meetings are scheduled, re-scheduled, postponed, or canceled. Notice is deemed to be given

by notifying *Member*s, updating *The City*'s web site and by posting a monthly schedule in the Municipal Building.

[*MGA,* S. 193(3)]

Notice of Special Meetings

23. (1) The notice for a *Special* meeting must describe the nature of the business to be transacted.

[*MGA*, s. 194 (3)]

(2) If a matter is not specified in the notice of a *Special* meeting, it may not be dealt with, unless all *Members* are present and a motion is passed by a *majority vote* to add the matter.

[*MGA,* s. 194 (5)]

(3) Waiving notice of a matter to be discussed at a meeting must be kept to a minimum, noting *Council*'s preference to be as transparent and as accountable to the public as possible.

PART 4 – ROLES AND CONDUCT

A – Chair

Role of the Chair

24. The *Chair* must:

(a) maintain order and decorum in a manner which promotes fairness and forward progress;

(b) keep a sequence of speakers and recognize *Members*, *Administration*, advisors or citizens to speak at the appropriate segments of the agenda;

(c) make rulings on Points of Order or Questions of Privilege;

(d) ensure that *Members* understand the motion before them;

(e) ensure that *Members* are at their designated seats and ready to vote, and must subsequently call the vote; and

(f) perform such other leadership functions as may be required for the efficient and effective conduct of the meeting.

Rights of the Chair

25. The *Chair*:

(a) when present at a meeting, must vote only once on all items, unless required or permitted to abstain from voting.

[MGA, s. 182, 183(1)]

(b) is not required to vacate the *Chair* in order to join in the debate so long as the *Chair* participates on the same basis as all other *Members*; and

(c) must vacate the chair in order to make a motion, and must remain out of the chair until the item, including any associated bylaw readings, has been concluded.

Enforcement of Rules by the Chair

26. (1) The *Chair* must enforce the rules of this Bylaw. When the *Chair* interrupts a *Member* in order to enforce the rules, the *Member* must stop speaking and wait for the *Chair* to explain the reason for the interruption, and to cite the rule which has been breached.

(2) After being called to order, a *Member* may appeal the ruling of the *Chair* in accordance with section D.3 (2).

(3) If the *Chair*'s ruling is upheld, and a *Member* persists in breaching the rules of this Bylaw, the *Chair* may call for a recess or, in extreme cases, invite a motion that the individual be removed either:

(a) for the balance of the meeting;

(b) until a time stated in the motion; or

(c) until the *Member* makes an apology acceptable to the meeting for the unruly behavior.

(4) If the motion to remove a *Member* in accordance with subsection (3) passes, the *Chair* must direct the *Member* to leave, and may request that a security officer enforce this order if required.

B – Members of Council and Council Committees

Conduct of Members

27. (1) In order to ensure a respectful meeting environment, *Members* must abide by all applicable administrative and *Council* policies related to conduct.

(2) *Members* must keep their comments relevant to the issue at hand.

(3) Questions by *Members* to other *Members*, to *Administration* or to members of the public, must be directed through the *Chair*. *Members* must abide by the *Chair*'s directions and rulings, except when a *Chair*'s ruling is appealed and reversed.

Participation by Members

28. (1) A *Member* who wishes to speak or make a motion at a meeting shall do so only after being recognized by the *Chair*, and may stand or remain seated while addressing the assembly. Recognition must ordinarily be on a first-come-first-served basis.

(2) A *Member* must not interrupt another person who was duly recognized to speak, except on a *Point of Order* (pointing to a violation of a specific rule) or a *Question of Privilege* (pointing to an issue that affects the comfort of *Members*, such as noises, uncomfortable room temperature, and other distractions).

(3) When the voting process commences, *Members* must cease any distractions from the

question and remain at their seat until the vote is taken and declared.

Enforcement of Rules by Members

29. All *Members* have the responsibility for ensuring that the rules of this Bylaw are adhered to. A *Member* may raise a *Point of Order* upon noticing a breach of Council's rules, but this must not be done frivolously or when the breach of the rules is minor and causes no discernible harm to the proper transaction of business.

C – Members of the Public

Conduct of Members of the Public

30. In order to ensure a safe and respectful meeting environment, those seated in the public gallery at *Council* or *City BCC* meetings must:

(a) ensure all electronic devices are turned off or set to silent mode, and leave the meeting room if they need to respond to a call; and

(b) not spontaneously applaud, display signs or engage in any behavior which may be disruptive, disrespectful or intimidating to others.

Participation by Members of the Public

31. (1) When *Council* is required to hold a public hearing on a proposed bylaw or resolution, *Council* must hear from members of the public prior to second reading of the bylaw or prior to voting on the resolution, unless another enactment specifies otherwise.

[*MGA,* s. 230(1)]

(2) When a *Standing Policy Committee* is considering proposed recommendations on matters contained in their agendas, the *SPC* must hear from members of the public who wish to speak to those matters, prior to debating the proposed recommendations.

(3) Other *City BCC*s may, by a vote of the body, choose whether or not to hear from members of the public who wish to speak to those matters, but must hear from members of the public who have been referred by *Council* or *PFC*.

32. When making a submission to *Council* or to a *Council Committee*, a member of the public must:

(a) approach the speaker's podium only when called by the *Chair*;

(b) abide by the rules of conduct in section 30 and abide by the *Chair*'s direction regarding participation;

(c) limit their comments to the matter contained in the report and the recommendations being discussed;

(d) address *Members* for a maximum of five minutes per person, representative or group, unless the *Chair* allows a group to make their presentations one after the other without interruption; and

(e) not engage in argument with *Members*.

33. Individuals may, with the consent of the *Chair*, provide presentation material, to be included in the *Corporate Record* for the meeting. Noting *Council*'s expectation of respectful meeting proceedings, *Council* or a *City BCC* may move to exclude from the *Corporate Record* any written submission deemed to be offensive, whether or not the submission is deemed to be of legal concern.

34. A person who is not a *Member* or an *Officer of Council*, must not enter the *Floor of Council*, unless permitted or invited to do so by the *Chair*.

35. The *Chair* may order that a member of the public, who disturbs or acts improperly at a meeting by words or actions, be expelled. The *Chair* may request security personnel to remove the person if required.

[*MGA*, s. 198]

D – Administration

Participation – Officers of Council

36. (1) The *City Manager* and the *City Solicitor and General Counsel* must attend all meetings of *Council*.

(2) The *City Clerk* must attend all meetings of *Council* and *Council Committee*s in keeping with the *City Clerk's* duties as set out in the City Clerk Bylaw, and is the parliamentary advisor for meetings of *Council* and *Council Committee*s for the purpose of providing procedural advice to the *Chair*.

PART 5 – AGENDAS AND ORDER OF BUSINESS

A – Agendas

Agenda Setting

37. (1) The items on the agenda for a meeting of *Council* must be set by the *City Clerk* and the *Mayor* six calendar days prior to the meeting, unless the meeting was called with less notice than one week. In those cases, the agenda must be set as soon as possible after the notice of meeting is issued.

(2) For *Regular* meetings of *Council* excluding *Public Hearing* meetings, the Mayor may defer *Officer of Council* reports, *Administration* reports and Committee reports (contained in the 'Items from Officers, Administration and Committees' agenda category), for a period of up to four weeks, or until the next meeting.

(3) Despite subsection (2), if *Council* has directed by resolution that a report is to be provided to Council by a specific date, the *Mayor* must not defer such a report beyond the specified deferral date.

(4) If a report is to be deferred in accordance with subsection (2), the *City Clerk* must be notified by the *Mayor* in writing of the deferral no later than 24 hours after the deadline contained in section 42.

(5) The *Mayor* may request that a report whose only recommendation is that "Council receive for information", be removed from the *Council consent agenda.* The report must then be placed elsewhere on the agenda.

38. The subject of the agenda for a *Special* meeting of *Council* is determined by the *Mayor* and the *City Clerk*, and must be described in general terms in the notice of the meeting.

39. The items on the agenda for a *Council Committee* must be set by the *City Clerk* one week prior to the meeting unless the meeting was called with less notice than one week. In those cases, the agenda must be set as soon as possible after the notice of meeting is issued.

40. The subject of the agenda for a *Special* meeting of *Council Committee*s is determined by the *Chair* and the *City Clerk*, and must be described in general terms in the notice of the meeting.

41. Items placed on *Council* and *Council Committee* agendas must ordinarily follow the Order of Business as listed in sections 48 to 53.

Agenda Submission Deadlines

42. (1) Submissions from *Members* of *Council* for inclusion in a *Council* or a *Council Committee* agenda must be submitted to the *City Clerk* no later than 11:59 p.m., one week before the meeting. Submissions received after the deadline must be placed on the next agenda of the respective body for which the submission deadline has not passed.

(2) Submissions from *Administration*, *Council Committee*s and *Officers of Council* must be in accordance with administrative guidelines established by the *City Clerk*. Submissions received after the stated deadline must be placed on the next agenda of the respective body for which the submission deadline has not passed.

(3) When the date for receipt of submissions falls on a statutory holiday, the date for receipt shall be the next business day.

[*IA*, s. 22(1)]

Communications from Public

43. Written submissions from the public in response to advertised public hearing matters must be received no later than 12:00 p.m. (noon), one week before the meeting. Submissions must be in a form which can be reproduced in the written record of the meeting and may be transmitted to the *City Clerk* in accordance with methods listed in the advertisement for the public hearing. No written submissions from the public shall be accepted by the *City Clerk* after the deadline, but should a member of the public attend a public hearing to make a verbal presentation, a written submission may be accepted into the *Corporate Record*, with the permission of the *Chair*.

44. On receipt of a communication which does not pertain to an advertised public hearing matter, the *City Clerk* must refer the communication to *Council*, the appropriate *Council Committee* or Administration for a report or for a reply.

45. (1) Public hearing submissions and other communications from members of the public must:

(a) clearly set out the matter at issue or the request;

(b) use respectful language; and

(c) contain the requestor's name and a method of contact.

(2) A public hearing submission or communication received by the *City Clerk* which does not meet the conditions in subsection (1) may be withheld and the requestor notified, if notification is possible.

Provision of Agendas

46. The *City Clerk* must provide copies of *Council* and *Council Committee* agendas for each meeting as follows:

(a) delivered electronically to *Members* and senior *Administration* as soon as possible after the deadline for submissions to the meeting.

(b) published on *The City*'s website for the general public and media, at least 12 and no more than 24 hours after the agenda is delivered to the *Members*; and

(c) made available for review in person in the Municipal Complex, as soon as possible after delivery to the *Members*.

47. The *City Clerk* is authorized to distribute confidential agenda materials to *Members* and senior *Administration* as appropriate. The *City Clerk* must consult with *Administration* and determine when a limited distribution is appropriate for select confidential items, such as for personnel matters, provided the limited distribution does not exclude *Members*.

B – Order of Business

Standard Order of Business for Council and Council Committees

48. *Council – Regular* meetings

- Call to order;
- Opening remarks;
- Question period;
- Confirmation of agenda;
- Confirmation of minutes;
- Presentations/recognitions *(note time if firmly scheduled)*;
- Consent agenda;
- Postponed reports *(includes related/supplemental reports)*;
- Items from Officers, Administration and Committees;
  - Officer of Council reports,
  - Administration reports, and
  - Committee reports;
- Items directly to *Council*;
  - Bylaw tabulations, and
  - Miscellaneous business,
- Urgent business;
- Confidential items;
  - Consent agenda
  - Items from Officers, Administration and Committees, and
  - Urgent business;
- Administrative Inquiries; and
- Adjournment.

49. *Council - Combined* meetings (*Regular*)

- Call to order;
- Opening remarks;
- Question period;
- Confirmation of agenda;
- Confirmation of minutes;
- Presentations/recognitions *(note time if firmly scheduled)*;
- Consent agenda;

Begin Public Hearing Portion

- Planning matters for public hearing;
  - Calgary Planning Commission Reports, and
  - Other reports and postponements for public hearing (including non-statutory);
- Planning matters not requiring public hearing;
  - Calgary Planning Commission reports,
  - Other reports and postponements not requiring public hearing, and
  - Bylaw tabulations (related to planning matters);

Begin Regular Portion

- Postponed reports *(includes related/supplemental reports)*;
- Items from Officers, Administration and Committees;
  - Officer of Council reports,
  - Administration reports, and
  - Committee reports;
- Items directly to *Council*;
  - Bylaw tabulations, and
  - Miscellaneous business;
- Urgent business;
- Confidential items;
  - Consent agenda
  - Items from Officers, Administration and Committees, and
  - Urgent business;
- Administrative Inquiries; and
- Adjournment

50. *Council – Public Hearing* meetings (*Regular*)

- Call to order;
- Opening remarks;
- Confirmation of agenda;
- Consent agenda;
- Planning matters for public hearing;
  - Calgary Planning Commission reports, and
  - Other reports and postponements for public hearing (including non-statutory);
- Planning matters not requiring public hearing;
  - Calgary Planning Commission reports,
  - Other reports and postponements not requiring public hearing, and
  - Bylaw tabulations (related to planning matters);
- Urgent business; and
- Adjournment.

51. *Council – Special* meetings

- Call to order;
- Opening remarks;
- Confirmation of agenda;
- Unfinished business (if called for that purpose);
- Postponed reports (includes related/supplemental reports);
- Items from Officers, Administration and Committees;
- Confidential items; and
- Adjournment.

52. *Council Committee – Regular* meetings

- Call to order;
- Opening remarks;
- Confirmation of agenda;
- Confirmation of minutes;
- Consent agenda (SPCs only);
- Postponed reports (includes related/supplemental reports);
- Items from Officers, Administration and Committees;
- Items directly to Committee;
  - Referred reports, and
  - Notice(s) of motion;
- Urgent business;
- Confidential items
  - Items from Officers, Administration and Committees, and
  - Urgent business; and
- Adjournment

53. *Council Committee – Special* meetings

- Call to order;
- Opening remarks;
- Confirmation of agenda;
- Unfinished business (if called for that purpose);
- Postponed reports (includes related/supplemental reports);
- Items from Officers, Administration and Committees;
- Confidential items; and
- Adjournment.

Call to Order With Quorum

54. At the time set for the start of the meeting, if a *quorum* is present, the *Chair* must call the meeting to order.

Meeting Does Not Achieve Quorum

55. If a *Council* or *Council Committee* meeting does not achieve a *quorum* 15 minutes after the time set for the start of the meeting, the *City Clerk* must record the names of the *Members* present and the meeting shall be adjourned.

Loss of Quorum During a Meeting

56. A *Council* or *Council Committee* meeting in progress loses *quorum* and is deemed to be

adjourned when:

(a) following a recess, a *quorum* is not assembled within 5 minutes following the stated end of such recess; or

(b) while in session, the number of *Members* is reduced to less than the number required for *quorum*.

Unfinished Business

57. Unfinished Business which was not concluded when a meeting did not achieve *quorum*, or when *quorum* was lost, is forwarded as follows:

(a) to the next *Regular* meeting of the body;

(b) to a *Special* meeting of the body, called to dispose of the Unfinished Business; or

(c) in the case of a *Council Committee*, directly to *Council*.

Pecuniary Interest

58. A *Member* who has a pecuniary interest in a matter before *Council* or a *Council Committee* must:

(a) disclose the general nature of the pecuniary interest; and

(b) leave the meeting before debate if required and return after the vote is declared.

[*MGA,* s. 172(1)]

Question Period

59. (1) At *Council* meetings only, the period identified in the Order of Business as *question period* is the time set aside for *Councillors* to ask *Administration* questions.

(2) The *Councillor* must advise the *Mayor* and *Administration* of the question in advance of the meeting whenever possible.

60. *Administration* must respond to questions asked during *question period* verbally at the meeting.

61. A question asked during *question period* must not introduce a motion for consideration.

62. (1) *Question period* is limited to:

(a) a maximum of three questions per meeting; and

(b) a maximum of 15 minutes per meeting. Where a question has been asked prior to the expiry of the fifteen minutes, that matter may be concluded.

(2) Despite section 62 (1) (b), where a question has been asked prior to the expiry of the fifteen minutes, that matter may be concluded.

63. The name of the *Councillor* asking the question and the topic of the question must be noted in the minutes of the meeting.

Confirming the Agenda Order / Changes to a Published Agenda

64. (1) Once a *Council* or a *Council Committee* agenda is set or otherwise published, it is the property of the voting body. Changes or deletions from the published agenda may only be considered at the meeting.

(2) The agenda and any amendments to it must be confirmed by a *majority vote* at the start of meetings of *Council* and *Council Committee*s.

Addition of Urgent Business to an Agenda

65. (1) A *Member* may make a motion to add *urgent business* to a *Council* or *Council Committee* meeting agenda.

(2) Adding a matter as *urgent business* to a published agenda, without notice to the public, must be kept to a minimum, noting *Council*'s preference to be as transparent and as accountable as possible.

(3) A matter proposed to be added as *urgent business* must be provided to the *Chair* in advance of the meeting, in order for the *Chair* to confirm with *Administration* whether the item calls for immediate and urgent consideration.

(4) The *Chair* must provide a recommendation to *Council* or the *Council Committee* on whether the matter is urgent or not, prior to voting on the motion to add the matter as *urgent business*.

(5) A matter proposed to be added as *urgent business* must also be submitted to the *City Clerk*.

(6) If the proposed *urgent business* is in written form, the *City Clerk* will make all reasonable effort to distribute it in advance of the meeting.

66. Addition of a matter as *urgent business* to a *Special* meeting may only be made if all *Members* are in attendance at the meeting, the item proposed for addition falls within the stated purpose of the *Special* meeting, and the *Members* adopt a motion to add the business.

[*MGA*, s. 194(5)]

Recognitions and Presentations Made During Council Meetings

67. (1) Annually occurring recognitions and presentations may be added to the agenda of a *Regular* or *Combined* meeting of *Council* by the *City Clerk*.

(2) Recognitions and presentations which are not annual may be added to the agenda of a *Regular* or *Combined* meeting of *Council,* if approved through PFC.

(3) Presentations and recognitions may be firmly scheduled for a specific time of the day, regardless of their placement within the order of business, if approved through PFC. The time which the presentation or recognition was scheduled for must be noted on the agenda, and at the appointed time, any matter under discussion must be temporarily laid on the table (tabled), and be resumed upon conclusion of the scheduled item.

Consent Agenda

68. A *consent agenda* is moved and voted upon without debate in an *omnibus motion*, regardless of the number of reports included.

69. (1) A *Council consent agenda* must not include proposed bylaws.

[MGA, s. 187(1)]

(2) A *Council consent agenda* must include reports from *Administration* and reports directly to *Council*, whose only recommendation is that "Council receive for information".

(3) A *Council consent agenda* may also include:

(a) reports where all the report recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous; or

(b) confidential reports where all recommendations were approved by Committee, regardless of whether the approval at Committee was unanimous. The *omnibus motion* for a *consent agenda* containing confidential reports may be adopted prior to moving into a *closed meeting*.

70. An *SPC consent agenda* may include:

(a) reports that will not be forwarded to *Council*;

(b) reports for information only which will be forwarded to *Council*; or

(c) reports which are part of a process of regular periodic reporting.

71. As SPCs are required to hear from members of the public wishing to speak to agenda items, the *Chair* must call for any speakers on items contained in the *consent agenda*, prior to calling the vote on the *omnibus motion*.

Removal From Consent Agenda

72. A *Member* may select one or more reports from a *consent agenda* for debate. Such requests must be made before the *Chair* calls the *omnibus motion*.

73. Reports in a *consent agenda* which have been selected for debate will be excluded from the *omnibus motion* and will be addressed individually, as follows:

(a) public reports will be dealt with in the 'Items from Officers, Administration and Committees*'* agenda category; and

(b) confidential reports will be dealt with in the 'Confidential Items' agenda category (the Closed portion of the meeting).

Administrative Inquiries

74. (1) A *Member* may make an *Administrative Inquiry* at a *Council* meeting. The *Administrative Inquiry* must be submitted electronically or by available means, to the *City Clerk* prior to or during a *Regular* or *Combined* meeting of *Council*, for answer by *Administration* at a subsequent meeting.

(2) The *City Clerk* must display the *Administrative Inquiry* to *Members* and those seated in the Council Chamber prior to adjournment of the meeting.

Responses to Administrative Inquiries

75. (1) *Administration* must respond to an *Administrative Inquiry* by submitting a written response to the *City Clerk* for inclusion on a future *Council* meeting agenda for which the submission deadline has not passed.

(2) The response from *Administration* is not debatable.

(3) Despite subsection (1), if *Administration* determines that responding to an *Administrative Inquiry* would require funding beyond $2000, *Administration* must provide such a statement to the *City Clerk* for inclusion in a future agenda of *Council* for which the submission deadline has not passed.

(4) Upon receiving a statement from *Administration* conforming to subsection (3), *Council* may:

(a) direct *Administration* to proceed with the investigation necessary to answer the *Administrative Inquiry* and provide for the payment of the costs; or

(b) instruct *Administration* to abandon the *Administrative Inquiry*.

Excuse for Absence

76. (1) A motion to excuse one or more *Members* of *Council*, absent for the whole of a *Council* meeting, is discretionary, and may be adopted prior to adjournment by a *majority vote*.

(2) A *Member* of *Council* who is absent by reason of other Council business at the direction of *Council* is not considered to be absent.

[*MGA,* s. 174(3)]

Flow of Agenda Items

77. The flow of each *Council* and *Council Committee* agenda item is ordinarily:

(a) *Administration* introduction of the item, if required;

(b) submissions from the public, if applicable;

(c) questions of clarification from *Members* to *Administration* (three minutes per *Member*, not including responses from *Administration*);

(d) a motion being put on the floor;

(e) debate (once per *Member*);

(f) mover responds to questions raised in debate; and

(g) vote.

Standard Recess Times

78. Meetings must recess without a motion being required for the periods stipulated below, which can be modified by *general consent* or by a *majority vote* when desired:

(1) *Council* meeting recesses:

(a) for seventy-five minutes at 12:00 noon;

(b) for thirty minutes at 3:15 p.m.; and

(c) for seventy-five minutes at 6:00 p.m.

(2) *Council Committee* recesses:

(a) for sixty minutes at 12:00 noon;

(b) for thirty minutes at 3:15 p.m.; and

(c) for sixty minutes at 6:00 p.m.

Fix the Time to Which to Adjourn

79. If still in session, all meetings of *Council* and *Council Committee*s must recess at 9:30 p.m. whether or not the order of business is complete.

C – Closed Meetings

80. All meetings of *Council* and *Council Committee*s must be held in public, though a portion of a meeting may be closed to the public.

[*MGA,* s. 197 and 198]

81. The only matters to be considered in *closed meetings* are matters pertaining to one of the exceptions to disclosure in Part 1, Division 2 of the *FOIP Act.*

[*MGA,* s. 197(2)]

82. Before holding a *closed meeting*, *Council* or a *Council Committee* must adopt a motion in a public meeting, and the motion must include:

(a) the title or general subject of the item(s) to be discussed; and

(b) a listing of the specific sections under Part 1, Division 2 of the *FOIP Act,* which provides the legislative authority to discuss the matters in a *closed meeting*.

83. A c*losed meeting* must include at a minimum, the *Members* and the *City Clerk*.

84. (1) The rules of *Council* and *Council Committee*s apply to *closed meetings.*

(2) Despite subsection (1), *Council* or a *Council Committee* must not vote in a *closed meeting* except on a resolution to recess or to revert to a meeting held in public.

[MGA, s. 197(3)]

D – Public Hearing Procedures

85. In rendering certain decisions related to land and planning and as required by the *Municipal Government Act*, *Council* must hear and consider the submissions of members of the public, including affected landowners.

86. (1) Written submissions received from the public by the *City Clerk* in response to advertised public hearing matters must be included in the published agenda materials.

(2) Despite subsection (1), the *City Clerk* may exclude a submission from the agenda materials if, in consultation with the *City Solicitor and General Counsel*, such a submission:

(a) is deemed to constitute hate speech as defined by the *Criminal Code*; or

(b) promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with provisions of the *Human Rights Act*; or

(c) is deemed to be defamatory.

(3) No written submissions to *Council* will be accepted by the *City Clerk* from the public after the advertised submission deadline for inclusion in the published agenda materials and will not be provided by the *City Clerk* to *Council*. However, the individual or group may make a verbal presentation to *Council* at public hearings, which may include a written submission, with the permission of the *Chair*, as a component of the presentation.

(4) In a public hearing, *Council*:

(a) must hear from a person, group of persons or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by *Council*; and

[*MGA,* s. 230(4)(a)]

(b) may hear from another person(s) who wishes to make representations and whom *Council* wishes to hear; and

(c) may ask questions of public presenters, and the intent of such questions must be for clarification of the presentation.

[*MGA,* s. 230(4)(b)]

87. *Council* must not ask questions of *Administration* until the public hearing on a matter has concluded.

88. Despite section 87, *Council* may resolve to reopen a public hearing which has been concluded when it is deemed that critical new information has arisen, provided that the public hearing is re-opened at the same meeting of *Council* or is scheduled for another specific meeting of *Council* in the future.

89. The vote on an item for which a public hearing has been held must comply with the following:

(1) *Members* who are absent for the whole of a public hearing on a matter are not entitled to vote on the matter.

[*MGA,* S. 184(a)]

(2) *Members* who are absent from part of a public hearing on a matter may choose to abstain from voting on the matter.

[*MGA,* S. 184(b)]

(3) A *Councillor* who is required to or who chooses to abstain from voting in keeping with subsections (1) or (2) must leave the meeting before the vote commences.

Flow of Agenda Items – Public Hearings

90. (1) The flow of each public hearing item must be the same as for *Council* and *Council Committee* meetings, except that members of the public will be called upon by the *Chair* in the following sequence:

(a) the development proponent or applicant,

(b) those in favour,

(c) those against.

(2) The *Chair* may recall the proponent or applicant in order to allow *Council* to ask additional questions of clarification, if required. A recall for clarification may only be made at the same meeting at which the public hearing item was heard.

E – Bylaws

Proposed Bylaws

91. (1) Where a *Council Committee* has considered the text of a proposed bylaw and has recommended one or more amendments to it, the recommended amendments:

(a) must not be incorporated into the proposed bylaw; and

(b) must be forwarded to Council, as recommendations in the report, with the proposed bylaw for *Council*'s consideration.

(2) Subsection (1) does not apply to a proposed bylaw that is required to be advertised pursuant to the *MGA* or any other enactment.

(3) Where a proposed bylaw is forwarded to *Council* for consideration, the *City Clerk* must:

(a) publish the bylaw number in the Council agenda; and

(b) forward the proposed bylaw with the agenda.

Bylaw Readings

92. A bylaw is passed after it receives three readings and is signed.

[*MGA*, s.187 and 189]

93. Before first reading, Council may debate the substance of the proposed bylaw

94. After first reading and before second reading is given, *Council* may propose and consider amendments to the bylaw.

95. When all amendments have been accepted or rejected, a vote on second reading of the bylaw as amended must be called.

Authorization for Three Readings at One Meeting

96. (1) A proposed bylaw must not be given more than two readings at the same meeting, except with the unanimous vote of all *Council Members* present at the meeting.

[*MGA,* s. 187(4)]

(2) If a vote on authorization for third reading is not adopted unanimously, the *City Clerk* must place the proposed bylaw on the agenda of the next *Council* meeting for which the submission deadline has not passed, for third reading.

No Readings or Failure of a Reading

97. (1) If a reading of a proposed bylaw fails, the previous readings, if any, are rescinded

[*MGA*, s. 188(b)]

(2) If a proposed bylaw does not receive third reading within two years from the date of the first reading, the previous readings are rescinded and the proposed bylaw is deemed to have been abandoned.

[*MGA,* s. 188(a)].

(3) If a proposed bylaw has not received any readings within two years from the date that it is first presented to Council, the proposed bylaw is deemed to have been abandoned.

(4) Subject to the *Land Use Bylaw*, the defeat of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.

PART 6 – MOTIONS IN MEETINGS

A – Main Motions

98. A main motion may arise out of the following sources:

(a) recommendations related to *Administration* reports (either directed by *Council*, or when *Administration* deems a report necessary to fulfill a duty or inform *Council*);

(b) recommendations related to reports from *Council Committee*s;

(c) recommendations related to reports from *City BCC*s;

(d) recommendations related to reports from the City Auditor, Integrity Commissioner or Ethics Advisor;

(e) proposed resolutions related to a *notice of motion* from a *Member*; or

(f) proposed resolutions from a *Member* without notice.

99. (1) All efforts must be made to ensure that recommendations and proposed resolutions which come before *Council* or *Council Committee*s are concise, unambiguous and do not compete with previously adopted direction.

(2) Main motions must be provided to all *Members*, the public and *Administration* in writing as part of the meeting agenda, except motions from a *Member* without notice.

(3) The input of *Administration* must always be incorporated into motions, so as to ensure that any legal, financial and operational impacts are professionally addressed.

100. (1) A motion will have no standing at a *Council* meeting, and no debate on it will commence until it is moved and seconded.

(2) A motion will have no standing at a *City BCC* meeting, and no debate on it will commence until it is moved.

(3) The mover cannot withdraw a motion except by *general consent* or by *majority vote*.

101. Upon consultation with the *City Clerk*, the *Chair* may rule that a motion is out of order if it violates the *MGA,* this Procedure Bylaw, or any other applicable legislation, rules or policies. When ruling that the motion is out of order, the *Chair* must cite the provision that would be violated by the motion.

102. A recommendation in a report may be moved and seconded as the main motion with an amendment included.

103. The *Chair* must repeat or clarify a motion before putting it to a vote, to ensure that the *Members* and the public fully understand what is being voted on.

104. When the *Chair* believes there has been sufficient debate, she or he may seek to close debate on a motion, in accordance with the subsidiary motions table contained in Appendix D.1.

Friendly Amendment

105. The *Member* making a motion, after debate on a main motion has begun, may, with *general consent*, make minor changes to the wording or agree to a minor change proposed by another *Member*.

Reports for Information Only

106. If the recommendation in a report is to “receive for information”, no vote is necessary unless a Member moves a main motion in its place.

Debate on Motions

107. No *Member* may debate twice on a motion, however the *Member* who moved the main motion may respond to questions raised during debate after all other *Members* have been given an opportunity to speak.

Questions During Debate

108. While *Administration* should provide their best professional judgment on issues, *Members* may not engage in debate with or ask argumentative questions of *Administration*.

Length of Debate

109. A *Member's* debate, including questions to *Administration*, but not Administration's responses, must not exceed:

(a) five minutes on a main motion,

(b) three minutes on an amendment, and

(c) three minutes for the *Member* who moved the main motion to respond to questions raised during debate.

B – Secondary Motions

110. When a main motion has been made and is being considered, a *Member* may make a secondary motion. Secondary motions include subsidiary, privileged, and incidental motions. Appendix D provides the main rules for secondary motions that are most likely to be used at meetings.

111. Secondary motions to the main motion are introduced, debated and voted on in a "last-in-first-out" sequence, e.g.: If an amendment is moved and seconded while a main motion is pending, the amendment is then debated and voted on, and then debate on the main motion resumes.

112. At a given time, only one amendment to the main motion and only one amendment to that amendment will be allowed.

C – Notice of Motion

113. (1) A *Member*, wishing to introduce a motion for consideration, must provide the *notice of motion* electronically or by other means, to the *City Clerk*.

(2) The *City Clerk* must place the *notice of motion* on the next Council agenda for which the submission deadline has not passed.

D – Motions Without Notice

Waive Notice of Motion

114. When a *Member* introduces a motion at a *Council* meeting without notice, the motion must meet the conditions for adding an item of *urgent business*, as contained in section 65.

Motions Arising Out of Main Motions

115. (1) A *motion arising* is not in order at *City BCC* meetings.

(2) A *motion arising* is in order at *Council* meetings, provided that the *Chair*, in consultation with *Administration*, determines that the required administrative effort to respond to the *motion arising* is inconsequential.

(3) A *motion arising* which requires significant *Administration* resources, requires reconsideration of a motion adopted at an earlier meeting or requires professional, legal, or financial input must be submitted by *notice of motion*.

E – Reconsidering Motions

116. *Members* may bring a motion back before *Council* or a *Council Committee* under the following rules:

Situation	Adopted Motion or Bylaw Reading	Defeated Motion
Reconsider motion and original motion are **at the same meeting.** Reconsider revisits the original motion in its entirety.	Step 1: Reconsideration may only be moved by a *Member* who **voted in favour** of the motion or bylaw reading. Step 2: If reconsideration is adopted (by *majority vote*), the original vote is canceled, and the motion or bylaw reading is once again before *Council* for debate. **See Notes 1, 2 and 3 below.**	Step 1: Reconsideration may only be moved by a *Member* who **voted against** the motion. Step 2: If reconsideration is adopted (by *majority vote*), the original vote is canceled, and the motion is once again before *Council* for debate. **See Notes 1 and 3 below.**
Reconsider motion is made at a **subsequent meeting** as the original vote. Reconsider may revisit all or a portion of the original motion.	Step 1: Reconsideration may be moved by any *Member*. The reconsideration must make clear whether the original motion is to be reconsidered in full or in part. The motion to reconsider-something-previously-adopted is debatable. Step 2: If full or partial reconsideration is adopted (by *two-thirds vote*), only the portion(s) of the motion reconsidered are again before *Council* for debate. **See Note 2 below**.	Any *Member*, regardless of how he or she voted on a defeated motion, can bring back the motion under the procedures for introducing a *notice of motion* (see section 113).

Note 1: A motion to reconsider is debatable only when the motion being reconsidered is debatable.

Note 2: An adopted motion may only be reconsidered if it has not been acted upon in a manner that is impossible to reverse or modify, and does not attempt to interfere with a contractual liability. The *Chair*, in consultation with *Administration*, shall make such determination.

Note 3: Any reading of a proposed bylaw may be reconsidered. However, a bylaw that has received three readings and has been signed in accordance with section 213 of the *MGA,* may not be reconsidered.

Notice Required to Reconsider a Motion from a Previous Meeting

117. (1) A *Member* may only make a motion to reconsider a motion from a previous meeting by submitting a *notice of motion*, distributed in advance of the meeting. The *notice of motion* must contain the date of the original decision, and the action which is proposed to be taken on the matter.

(2) *Administration* may only include a motion to reconsider a motion from a previous meeting by including a recommendation in a written report, distributed in advance of the meeting. The report must contain the date of the original decision, and the action which

is proposed to be taken on the matter.

F – Voting

Requirements to Vote

118. Every *Member* present at a meeting of *Council* or a *Council Committee* must vote on every matter put to a vote, unless he or she declares a Pecuniary Interest, or has abstained from voting on a matter due to absence from the public hearing

[MGA, s. 170, 182, 183(1) and 184].

Voting Style

119. (1) Voting at *Council* and *Council Committee* meetings shall be by voice.

(2) If three or more *Members* indicate their opposition to a motion during a voice vote, a *roll call vote* must be taken.

(3) Despite subsection (2), a *Member* may request a *roll call vote* at any time prior to commencing the vote.

(4) Despite subsection (2), at *Council* meetings only, a *Member* may request a *recorded vote* at any time prior to commencing the vote. *Recorded votes* are not permitted at *Council Committee*s.

Vote Result

120. A motion shall be declared lost when it:

(a) does not receive the required number of votes; or

(b) receives a tie vote.

Changing a Vote

121. Should a *Member* request to change their vote, and the requested change does not alter the vote result, the request may be granted by *general consent* or by a *majority vote,* whether the requestor voted for or against the motion. If the requested change would alter the vote result, the *Member* may move to reconsider the original vote**.**

Division of a Recommendation

122. A *Member* may request or the *Chair* may direct that a recommendation be divided and called separately, but only if the divided parts can stand on their own.

PART 7 – SPECIAL PROCEDURES

A – Council's Organizational Meeting

123. The business of *Council*'s annual Organizational meeting is limited to:

(a) administering the oath of office and the introduction of *Members* at the first

Organizational meeting following a *General Election*;

(b) appointment of elected officials, public *Members* and *Administration Members* to Committees; and

(c) other business as directed by this Bylaw, *Council* or the *City Clerk*.

124. The *City Clerk* must set the time and place for the Organizational meeting.

125. *Members* of *BCCs* who are appointed at the Organizational meeting must be appointed as per the *Council* policy on *Governance and Appointments of Boards, Commissions and Committees*.

Appointing Members to SPCs at the Organizational Meeting

126. (1) Annually, *Council* must appoint four *Councillor*s to a pro-tem (temporary) nominating committee, whose purpose is the nomination of seven *Councillor*s to sit on each SPC for the following year. The *Mayor* is an *Ex-Officio Member* of the pro-tem nominating committee.

(2) After receiving the recommendations of the pro-tem (temporary) nominating committee, *Council* must appoint the *Councillor*s to sit on each SPC, having regard to the preferences expressed by the *Councillor*s and to the best interests of *The City*.

Oath of Office

127. At the first *Council* meeting following a *General Election*, or following a by-election for the Office of *Mayor*, the *City Clerk* must:

(a) take the *Chair*;

(b) call the meeting to order; and

(c) preside over the meeting until the oath as prescribed by the *Oaths of Office Act*, has been administered to the *Mayor*.

128. After the *Mayor* has taken the oath and assumed the Chair, the *Councillor*s who have been elected must take the oath as prescribed by the *Oaths of Office Act*.

129. *Members* of *Council* hold office from the beginning of the Organizational meeting following the *General Election* until immediately before the beginning of the Organizational meeting following the next *General Election*.

[*LAEA,* s. 9]

No Meetings Between Nomination Day and the Organizational Meeting

130. In the year of a *General Election*, no *Regular* or *Special* meeting is to be scheduled between Nomination Day as defined in the *Local Authorities Election Act*, and the organizational meeting following a *General Election*.

B – Reporting Through Committee to Council

131. When a *City BCC* which reports directly to *Council* has postponed, referred, filed or otherwise determined not to send a report on its agenda to *Council*, the report must not be forwarded to

Council.

132. Despite the above, a *City BCC* cannot file, table or refer a report that *Council* has directed, by motion, return to *Council* by a specific date, unless there is sufficient time to have the report return to Committee and proceed to *Council* by the specified date.

133. If the recommendations of *Administration* contained in a report to *Council* are defeated at a *Council Committee* meeting:

(a) replacement recommendations must be approved by the *Council Committee*; and

(b) the report must be forwarded to *Council* with both the original *Administration* recommendation and the replacement recommendation of the Committee.

134. A motion which has been lost at Committee shall not be forwarded to Council as a recommendation, however:

(a) a *Member,* present at the meeting, may request that the lost motion be forwarded to *Council* for information; and

(b) the lost motion shall appear in the body of the report as an excerpt from the minutes of the meeting.

PART 8 – RECORDS OF COUNCIL & COMMITTEES

A – Agendas

135. *Council* and *Council Committee* agendas and all bylaws and other materials published as a part of an agenda are retained by the *City Clerk* in the permanent *Corporate Record*.

[*MGA,* s. 201(1)(d)]

B – Minutes

136. The minutes of a *Council* or a *Council Committee* meeting, once adopted, must be signed by the *Chair* and by the *City Clerk*.

[*MGA,* s. 213(1)(a)]
[City Clerk Bylaw 73M94, s. 6]

137. The *City Clerk* must maintain custody of the minutes of every *Council* and *Council Committee* meeting, and distribute a copy to each *Member* in a subsequent agenda for confirmation.

138. The minutes of every *Council* and *Council Committee* meeting must record:

(a) the decisions of *Council* and *Council Committee*s;

(b) the names of the *Members* opposed to a motion when a voice vote is taken;

(c) the names of those who voted for and against a motion when a *recorded vote* is taken;

(d) the name and general nature of a Pecuniary Interest declared by a *Member* (as defined in section 170 of the *MGA*);

(e) the names of any person, group of persons or person representing them, who claims to be affected by a proposed Bylaw or resolution, who have spoken on a matter considered at a public hearing, and who have complied with the public hearing procedures outlined by *Council*;

(f) the distribution of additional material received at *Council* and *Council Committee* meetings, to form part of the *Corporate Record*;

(g) the names of any *Members* who have asked a question during *question period*, and the topic of the question; and

(h) the sections of the *FOIP Act* that apply to an item being discussed in a *closed meeting* and, if possible, a date or event following which the report becomes public if the decision of the *Members* is for the report to remain confidential.

Corrections to Minutes

139. (1) A *Member* may make a motion that the minutes be amended to correct an inaccuracy or omission. The *Member* must notify the *City Clerk* of the proposed correction as soon as is possible prior to the meeting at which they are confirmed, to allow the *City Clerk*:

(a) to review the inaccuracy or omission; and

(b) to prepare a revision to be distributed at the meeting if required.

(2) Typographical errors should also be reported to the *City Clerk* in advance of the meeting, but do not require a motion to amend.

(3) If a *Member* questions the accuracy of a portion of the minutes of a meeting for which an audio-visual recording, made in accordance with the Council policy on Recordings of Legislative Meetings CC001 exists, the recording of that meeting must be used to decide the question.

(4) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change must be allowed which would alter or affect, in a material way, the actual decision made by *Council*.

C – Bylaws as a Corporate Record

Following Third Reading of a Bylaw

140. (1) A bylaw, having received third reading, must be signed by the *Mayor*, and the *City Clerk*.
[*MGA,* s. 213(3)(a)]
[*City Clerk Bylaw* 73M94, s. 10]

(2) Despite subsection (1), a bylaw may be signed by:

(a) in the Mayor's absence, the Deputy Mayor; and

(b) in the City Clerk's absence, the Acting City Clerk.

(3) The *Mayor* may authorize that a facsimile of the *Mayor*'s signature be used to sign a bylaw.

[*MGA*, s. 213 (5)]

Consolidation of Bylaws

141. The *City Clerk* is designated to consolidate bylaws at his/her discretion when deemed convenient and in doing so, must:

(1) incorporate all amendments to the bylaw into one bylaw;

[*MGA*, s. 69(2)(a)]

(2) omit from the consolidated bylaw a provision that has been repealed or that has expired; and

[*MGA*, s. 69(2)(b)]

(3) retain for the *Corporate Record* the original bylaw and all adopted amending bylaws.

PART 9 – REPEAL AND COMING INTO FORCE

142. Bylaw 44M2006 is repealed.

143. This Bylaw comes into force on 2017 October 23.

READ A FIRST TIME THIS 2ND DAY OF AUGUST, 2017.

READ A SECOND TIME, AS AMENDED, THIS 2ND DAY OF AUGUST, 2017.

READ A THIRD TIME, AS AMENDED, THIS 2ND DAY OF AUGUST, 2017.

MAYOR
SIGNED THIS 28TH DAY OF AUGUST, 2017.

ACTING CITY CLERK
SIGNED THIS 28TH DAY OF AUGUST, 2017.

APPENDIX A – ORGANIZATION OF COUNCIL COMMITTEES

Membership & Chair of Council Committees

A.1 *Council* must appoint the *Members* of the SPCs, Audit Committee, GPT, IGA and the *Councillor*-at-Large of PFC annually at its Organizational meeting.

A.2 Membership in *Council Committee*s is as follows:

Council Committee	**Membership**	***Chair* and Vice-Chair**
A.3 SPC on Community and Protective Services (CPS)	• 7 *Councillor*s * • *Mayor*, *Ex-Officio*	The *Chair*** and Vice-Chair are elected at first meeting after appointment of *Members*.
A.4 SPC on Planning and Urban Development (PUD)	• 7 *Councillor*s * • *Mayor*, *Ex-Officio*	The *Chair* ** and Vice-Chair are elected at first meeting after appointment of *Members*.
A.5 SPC on Transportation and Transit (T&T)	• 7 *Councillor*s * • *Mayor*, *Ex-Officio*	The *Chair*** and Vice-Chair are elected at first meeting after appointment of *Members*.
A.6 SPC on Utilities and Corporate Services (UCS)	• 7 *Councillor*s * • *Mayor*, *Ex-Officio*	The *Chair*** and Vice-Chair are elected at first meeting after appointment of *Members*.
* NOTE: Each *Councillor* must sit on two *SPC*s.		
A.7 Audit Committee	• Provided for in *Bylaw 48M2012*	Provided for in the *Audit Committee Bylaw***
** NOTE: A *Councillor* must not serve as *Chair* of more than one *SPC* at the same time, and must not serve as *Chair of the Audit Committee and Chair* of an *SPC* at the same time.		
A.8 Gas, Power and Telecommunications (GPT) Committee	• 4 *Councillor*s (No *Councillor* is eligible to serve on the Gas, Power & Telecommunications Committee if also serving as a director of ENMAX Corporation or its subsidiaries) • Chief Financial Officer (CFO) or designate (voting) • *Mayor*, *Ex-Officio*	The *Chair* and Vice-Chair are elected at first meeting after appointment of *Members*.

Council Committee	**Membership**	***Chair* and Vice-Chair**
A.9 Intergovernmental Affairs Committee (IGA)	• *Mayor* • 1 *Councillor* who has also been appointed to the Alberta Urban Municipalities Association; • 1 *Councillor* who has also been appointed to the Calgary Regional Partnership; • 1 *Councillor* who has also been appointed to the Federation of Canadian Municipalities; and • 3 additional *Councillor*s. • Within the six *Councillor* positions, *Council*'s three Inter-Municipal Committees must be represented.	The *Mayor* is *Chair*. The Vice-Chair is elected at the first meeting after appointment of *Members*.
A.10 Priorities and Finance Committee (PFC)	• *Mayor*, (in the *Mayor*'s absence, the *Deputy Mayor* is a *Member*) • *Chair* of each SPC (with the SPC Vice-Chairs as alternate *Members*); • *Chair* of the Audit Committee (with the Audit Vice-*Chair* as an alternate Member); • 1 *Councillor*-at-large.	The *Mayor* is *Chair* The *Councillor*-at-Large is Vice-Chair.

Presiding at Council Committees in the Absence of an Elected Chair

A.11 When a *Council Committee* has not yet elected a *Chair*, the first meeting is called to order by the *City Clerk* serving as temporary *Chair*. The first order of business will be:

(a) the temporary *Chair* calls for nominations, and then ballots for the position of chair;

(b) the temporary *Chair* announces who is elected to the position of chair;

(c) the *Chair* assumes the meeting, calls for nominations, and then ballots for the position of vice-chair; and

(d) the *Chair* announces who is elected to the position of vice-chair.

A.12 At any subsequent meeting, when both the *Chair* and Vice-Chair are absent, another *Member* must be elected as Acting *Chair* for that meeting, with the *City Clerk* serving as temporary *Chair*.

Rights of Non-Member Councillors in Attendance at Meetings

A.13 (1) Meetings of *Council Committee*s are open to all *Councillor*s, and they may join the meeting at any time, including during *closed meeting*s.

(2) A non-*Member Councillor*:

(a) may take part in discussion or debate of agenda item(s), including items discussed in *closed meeting*s,

(b) has the same obligation as *Members* to hold confidential discussions in confidence, and

(c) may vote on an agenda item.

(3) A non-*Member Councillor* may not:

(a) place nominations or vote for the *Chair* or Vice-Chair, or

(b) count towards meeting *quorum*.

Mayor as Ex-Officio Member

A.14 Unless the *Mayor* is already specifically appointed as a *Member*, the *Mayor* is an *ex-officio Member* of all *Council Committee*s, unless *Council* provides otherwise. If present at the meeting, the *Mayor* has all of the rights and privileges of other *Members*, and is entitled to count for *quorum*, take part in discussion, and to vote on all items.

[*MGA*, S. 154(2)]

APPENDIX B – ROLE OF COUNCIL COMMITTEES

SPCs

B.1 The following actions/decisions of SPCs are binding on *The City* without the requirement of *Council* approval, provided the action or decision is within the SPC's mandated areas as listed in this bylaw:

(a) to make final decisions at the Committee level within their mandate where City of Calgary policy exists;

(b) to receive any periodic reporting directed by *Council* for information;

(c) to create and be responsible for SPC sub-committees and approve their Terms of Reference; and

(d) to incorporate the community sustainability strategy into its deliberations.

B.2 SPCs are also tasked with making new or revised policy recommendations to *Council* within their mandated areas as listed in this bylaw.

SPC Mandates

B.3 The mandate of each Standing Policy Committee is as follows:

(1) SPC on Community and Protective Services:

(a) parks, recreational, cultural and social services; civic partners; affordable housing; grants related to such services provided or allocated by *The City*;

(b) disaster services; bylaw services; fire and rescue services; grants related to such services provided or allocated by *The City*; and

(c) oversight of the ENMAX Legacy Parks Program by reviewing land acquisition opportunities, strategic program direction, and project selection.

(2) SPC on Planning and Urban Development:

(a) land use planning and policy;

(b) development and building approvals;

(c) urban strategy; and

(d) community planning.

(3) SPC on Transportation and Transit:

(a) planning, design and monitoring of transportation routes;

(b) traffic operations;

(c) parking facilities; and

(d) public transit.

(4) SPC on Utilities and Corporate Services:

(a) environmental and safety management; environmental sustainability;

(b) water resources and water services; waste and recycling services;

(c) human resources; reviewing and making recommendations about corporate structure; corporate personnel issues; corporate policy;

(d) information technology and services; customer service and communications; facility management; supply; fleet services;

(e) oversight of *The City*'s involvement in property transactions and public policies and standards to which *The City*'s land and assets are managed by the *Administration*; and

(f) recommending the naming of City-owned facilities.

Mandate and Powers - Gas, Power and Telecommunications Committee

B.4 The mandate of the Gas, Power and Telecommunications Committee is to monitor and participate as necessary in regulatory proceedings only to protect the interests of *The City* in its role of municipal government.

Special Procedures of GPT

B.5 The Chief Financial Officer (CFO) *Member* has all the powers and duties of other *Members* of GPT. When the CFO *Member* is not present at a meeting and their designated alternate is present, that designate has all the powers and duties of the CFO *Member*.

B.6 No *Member* is eligible to serve on the Gas, Power & Telecommunications Committee if also serving as a director of ENMAX Corporation or its subsidiaries and, despite section A.13, a meeting of said Committee is not open to a *Member* who is also a director of ENMAX Corporation or its subsidiaries.

Mandate and Powers - Intergovernmental Affairs Committee

B.7 Intergovernmental Affairs Committee has the following mandate:

(a) preparing representations on the impact of other governments' policies on *The City*;

(b) co-ordinating long term growth and development plans between *The City* and other municipalities; and

(c) developing strategies to address the needs for affordable housing in Calgary.

Mandate and Powers - Priorities and Finance Committee

B.8 PFC may:

(a) accept reports for information;

(b) refer reports to *Administration*;

(c) refer reports to *Council* or *Council Committee*; and

(d) refer reports to *Council* for policy direction or policy review.

B.9 PFC has the following powers, duties and functions:

(a) overseeing *the City*'s property assessment and taxation processes;

(b) overseeing financial planning and reporting;

(c) coordinating projects initiated by elected officials that require significant administrative resources;

(d) directing *notices of motion* by elected official to Council or Council Committees for consideration'

(e) coordinating cross-Departmental strategies, initiatives and projects;

i) acting as a policy coordinator between the *City Manager* and the SPCs;

ii) receiving updates on urgent matters from the Administrative Leadership Team;

iii) providing oversight with respect to implementation and review of *Council* policy; and

iv) providing interpretation of *Council* policy for *Administration*;

(f) overseeing *Council*'s community sustainability strategy;

(g) receiving communications from the *Mayor* and *City Clerk* that cannot be resolved through the administrative process;

(h) coordinating the recruitment and appointment process for the *City Manager* for recommendation to *Council* and providing quarterly performance evaluations and ongoing monitoring of the *City Manager* as required by the *MGA*, s. 205.1.

(i) recommending:

i) the establishment, governance and disbandment of *City BCC*s; and

ii) *Councillor* and *Administration* appointments to *BCCs* when vacancies occur throughout the year following *Council*'s Organizational meeting;

(j) maintaining a process for regular review and reporting of *Council*'s legislative governance practices and proposing legislative amendments related to governance;

(k) overseeing *Council*'s accessibility, transparency and accountability to the public; and

(l) other duties or functions assigned to *PFC* by *Council.*

APPENDIX C – OTHER CITY BOARDS, COMMISSIONS, COMMITTEES (BCCS) NOT SPECIFICALLY ESTABLISHED BY THIS BYLAW

Establishment of New Committees by Council

C.1 *Council* may establish other *City BCC*s as are necessary or advisable for the orderly and efficient handling of the affairs of *The City* and must do so by *Council* resolution or bylaw, in accordance with the *Council* policy on *Governance and Appointments of Boards, Commissions and Committees.*

C.2 *Administration* must consult with the *City Clerk* before seeking to establish or dissolve *City BCC*s.

*Member*s of City BCCs

C.3 The membership of *City BCC*s must be as provided for in the enabling *governance document*s for that body.

C.4 All *Council* appointments to *City BCC*s must be reviewed annually at the Organizational meeting, unless otherwise specified in its enabling *governance document*s.

Chair and Vice-Chair of City BCCs

C.5 Each *City BCC* shall meet as soon as possible after appointment to elect a *Chair* and Vice-Chair using a representative of *Administration* as temporary *Chair*, in accordance with the process in section A.11, unless *Council* designates otherwise. The enabling *governance document*s must then state:

(1) who may be the *Chair* and Vice-Chair of a Committee; and

(2) the manner in which the *Chair* and Vice-Chair shall be selected.

C.6 In the absence of the *Chair* and Vice-Chair, another *Member* must be elected as Acting *Chair* for that meeting, in accordance with the process in section A.11.

Non-Members Attending City BCC Meetings

C.7 (1) Unless otherwise stated in a *City BCC's governance document*s, its meetings are open to all *Councillor*s, and they may join the meeting at any time, including during *closed meeting*s.

(2) A non-*Member Councillor* may take part in discussion or debate of agenda item(s), including items discussed in *closed meeting*s, and has the same obligation as *Members* to hold confidential discussions in confidence.

(3) A non-*Member Councillor* may not:

a) place nominations for the *Chair* or Vice-Chair,

b) make motions or vote; or,

c) count towards meeting *quorum*.

Mayor as Ex-Officio Member

C.8 Unless the *Mayor* is already specifically appointed as a *Member*, the *Mayor* is an *ex-officio Member* of all *City BCCs*, and all bodies to which *Council* has the right to appoint *Members*, unless *Council* provides otherwise. If present at the meeting, the *Mayor* has all of the rights and privileges of other *Members*, and is entitled to count for *quorum*, take part in discussion, and to vote on all items.

[*MGA* s. 154(2)]

Removal of Chair

C.9 The *Chair* of a *City BCC* may be removed from the Chair position by a *majority vote* of the Committee, subject to *notice of motion* being provided at a *Regular* meeting of the Committee held at least one week prior to the meeting at which the motion is to be considered.

APPENDIX D: SECONDARY MOTIONS

Secondary Motions – Subsidiary

D.1 The seven subsidiary motions are listed below in order of their precedence, from the highest (lay on the table) to the lowest (postpone indefinitely). e.g.: It is in order to move to amend a main motion when the motion to *postpone* indefinitely is pending, but it is not in order to move to *postpone* indefinitely when an amendment is pending, as the motion to amend has a higher ranking than the motion to *postpone* indefinitely. **Note:** The rules contained in Appendix D supersede RONR where differences exist.

The motion	The usage	The Process
(1) Lay on the Table, or "Table" (RONR section 17)	A motion to set a pending main motion aside temporarily, within the course of the meeting, to accommodate something else of immediate urgency.	The motion is not debatable (due to the urgency) and is not amendable. It may not interrupt a speaker. A *majority vote* is required to adopt. When the interrupting event is over, the tabled main motion is resumed, usually by *general consent*. (If done formally, this step requires a *majority vote*).
(2) Close Debate (or "Previous Question") (RONR section 16)	A motion to close debate and vote immediately: *"I move we close debate".*	This motion may not interrupt a speaker. When done **formally**, it is not debatable and requires a *majority vote* to adopt (instead of RONR's 2/3 vote). Ending debate can be done **informally**, by *general consent*: "*Is there any objection to ending debate*?" (Pause, then, if no one else wishes to speak, say:) *"There being no objections, debate on the motion is closed, and we'll proceed to the vote on it immediately."*
(3) Limit or Extend Debate (RONR section 15)	A motion to limit or extend debate on a motion, e.g.: "*I move to limit debate on this motion to three minutes."*	The motion may not interrupt a speaker, is not debatable, but can be amended. When handled **formally**, by a motion, it requires a *majority vote* (instead of RONR's requirement of a 2/3 vote). Can be decided by *general consent*: "*Is there any objection to extending debate on this motion by ten minutes?"* (Pause). *Debate is extended by ten minutes."*
(4) *Postpone* to a certain time (RONR section 14)	A motion to *postpone* consideration of a main motion to a specified later meeting or to a specific time during the same meeting.	The motion may not interrupt a speaker, and is only debatable or amendable as to the time to which the motion is to be postponed. A *majority vote* is required to adopt.
(5) Commit/Refer (RONR section 13)	A motion to send the pending motion to a Committee or *Administration*. Instructions may be included: scope of referral, deadlines, etc.	The motion may not interrupt a speaker, is debatable (as to the merits of referral) and amendable (as to the body to which the main motion is proposed to be referred and/or as to any instructions to the body to which the main motion is proposed to be referred). A *majority vote* is required to adopt.
(6) Amend (RONR section 12)	A motion to change the wording of another motion before voting on it. Amendment usually occurs by adding or inserting text, deleting text, or replacing text.	This motion may not interrupt a speaker, and may not be contrary to the motion it purports to amend. An amendment is debatable. An amendment to an amendment is allowed, but a third level amendment is not. A *majority vote* is required to adopt.
(7) *Postpone* Indefinitely (RONR section 11)	A motion to decline to take a position on a pending main motion. The effect is to "kill" the main motion for the current Council term.	The motion to *postpone* indefinitely may not interrupt a speaker, is debatable, but is not amendable. A *majority vote* is required to adopt. To lift an indefinitely postponed item from the table prior to the next General Election, it must be reconsidered.

Secondary Motions – Privileged

D.2 The following privileged motions can be addressed formally (by a motion) or informally (by *general consent*). **Note:** The rules contained in Appendix D supersede RONR where differences exist.

The motion	The usage	The Process
(1) *Question of Privilege* (RONR section 19)	A request or a motion, usually relating to the rights and immunities of the assembly collectively (e.g.: a complaint about noise or other distractions), or of an individual Member (eg.: being misquoted).	• A *Question of Privilege* should interrupt a speaker **only** if the circumstances require it to interrupt. • If the issue relates to noise or another distraction, it is handled informally by the *Chair* or by *general consent*, and a formal motion or vote is not needed.
(2) Recess (RONR section 20)	A motion to take a short intermission in the proceedings: "*I move we take a ten minute recess."*	• This motion may not interrupt a speaker. • The motion is not debatable, but can be amended as to the duration of the recess. • The motion is typically treated by *general consent*: "*Is there any objection to a ten minute recess?"* (Pause). "*There being no objection, we are in recess and will resume the meeting at ___.*" • If dealt with formally, requires a *majority vote*.
(3) Adjourn (RONR section 21)	A motion to close the meeting.	• This motion may not interrupt a speaker. • The motion is not debatable or amendable. • This motion can be handled by *general consent*: "*Is there any further business?"* (Pause). "*There being no further business, the meeting stands adjourned."* • If dealt with formally, requires a *majority vote*.
(4) Fix the Time to Which to Adjourn (RONR section 22)	A motion to set an "adjourned meeting" (a continuation of the same meeting, to conclude the same order of business, e.g.: when a public hearing is not concluded).	• This motion may not interrupt a speaker. • This motion is not debatable, but may be amended as to time. • This motion is often treated by *general consent*: "*Is there any objection to scheduling a meeting on _____ to continue the public hearing?"* (Pause). "*There being no objection, a continuation of this meeting has been scheduled for _____."* • If dealt with formally, requires a *majority vote*.

Secondary Motions – Incidental

D.3 Below are the most commonly used incidental motions. **Note:** The rules contained in Appendix D supersede RONR where differences exist.

The motion	The usage	The Process
(1) *Point of Order* (RONR section 23)	A *Point of Order* is raised by a *Member* who believes a rule has been breached. The *Member* says: "*Point of order*" as soon as the violation occurs.	• This procedure may interrupt a speaker. • The *Chair* interrupts the current speaker, and recognizes the *Member* to state the *Point of Order* (i.e.: which rule is alleged to have been violated). • The *Chair* makes a ruling whether the *Point of Order* is well taken or not well taken. • The *Chair* may also opt to ask the assembly to make this determination, by *majority vote*.
(2) Appeal (RONR section 24)	A *Member* who disagrees with the *Chair*'s ruling can appeal it.	• The *Chair* puts the appeal to a vote immediately and without debate: "*Shall the ruling of the Chair be upheld?"* • A Majority **against** the *Chair*'s ruling is required to override it.
(3) Suspend the rules (RONR section 25) Note: If a rule in this Bylaw that does not originate in applicable legislation is inadvertently not followed, it is deemed to have been suspended by *general consent*.	A motion to allow the assembly to waive a rule of order for a specific purpose. ****This motion cannot be used to suspend any provisions from the ***Municipal Government Act*** or other applicable legislation.**	• This motion may not interrupt a speaker. • This motion can be useful when the rules are proving to be too restrictive, and a more flexible approach is needed. For example: "*I move to suspend the rules and dispense with the 3:15 p.m. recess.* • This motion may be handled by the *Chair* informally: "*Is there any objection to suspending the rules and removing the 3:15 p.m. recess?* (Pause) "*There being no objections, the meeting shall continue uninterrupted."* • Rules that do not originate in legislation can be suspended by a *majority vote* or by *general consent* (instead of RONR's requirement of a 2/3 vote).
(4) Dividing a Resolution (RONR section 27)	A request by a *Member* that a multi-part motion be divided, so as to consider a contentious part separately from other parts.	• This motion may not interrupt a speaker. • This motion is not debatable. • Despite RONR's requirement of a *majority vote*, requests to divide are granted without a vote, but only if the separated parts can stand on their own.
(5) Withdraw (RONR section 33)	After motion is moved, the motion belongs to the assembly, which may withdraw it by a *majority vote* or by *general consent*.	• This motion or request may not interrupt a speaker. • Mover: *"I request permission to withdraw the motion."* • The *Chair* checks whether there is *general consent* for the withdrawal, and, if not, takes a formal vote (a *majority vote* is then needed for withdrawal).

APPENDIX E – DEFINITIONS

Wherever a word used in the *Bylaw* is italicized, the term is being used as it is defined in Appendix E, and where any word appears in regular font, its common meaning in the English language is intended. A word or expression and grammatical forms of the same word or expression have the corresponding meanings.

In this bylaw:

E.1 "*Administration*" means the *City Manager* or an employee accountable to the *City Manager*;

E.2 "*Administrative Inquiry*" means a written request from a *Member* of *Council* to the *Administration*, made at a *Council* meeting, seeking the provision of information at a future meeting;

E.3 *"Audit Committee Bylaw"* means the Audit Committee Bylaw, 48M2012, as amended, or any bylaw enacted in its place;

E.4 *"Board, Commission or Committee" ("BCC")* means a City or *External Board, Commission or Committee* to which *Council* makes one or more appointments.

E.5 *"Chair"* means the person elected to preside over meetings of *Council* or a *City BCC*, and includes the *Mayor* or *Deputy Mayor* when presiding a *Council* meeting;

E.6 *"The City"* means the municipal corporation of The City of Calgary having jurisdiction under the *MGA* and other applicable legislation;

E.7 *"City Board, Commission or Committee" ("City BCC")* means a *BCC* or other body established by *Council* under the *MGA,* or as required or allowed by other statutes, but does not include a Business Improvement Area or City of Calgary Wholly-Owned Subsidiary.

E.8 *"City Clerk"* means the person appointed by *Council* to the designated officer position of *City Clerk* or their delegate, in keeping with the City Clerk Bylaw, 73M94;

E.9 *"City Manager*" means the person appointed by *Council* to the position of Chief Administrative Officer or their delegate, in keeping with the City Manager Bylaw, 8M2001 and the *MGA*;

E.10 "*City Solicitor and General Counsel*" means the person appointed by *Council* to the designated officer position of *City Solicitor and General Counsel* or their delegate, in keeping with the City Solicitor and General Counsel Bylaw, 48M2000;

E.11 "*Closed Meeting*" means a meeting or a portion of a meeting held in the absence of the public;

E.12 *"Combined"* meeting of *Council* is a meeting which contains a section for planning matters, in keeping with section 692 of the *MGA*, and a section for *Regular Business* on its agenda;

E.13 *"Consent Agenda"* means a group of items which are not expected to require discussion and/or debate. A *consent agenda* may be adopted by a single (omnibus) motion;

E.14 *"Corporate Record"* means the record of agendas, minutes and other related meeting material which is dealt with by *Council* or a *Council Committee*. It also includes all documents to which the City of Calgary corporate seal is affixed;

E.15 "*Council*" means the *Mayor* and *Councillor*s duly elected in the city and who continue to hold

office;

E.16 *"Council Committee"* means a Standing Policy Committee, Standing Specialized Committee, or a sub-Committee of those Committees;

E.17 *"Councillor*" means a *Member* duly elected as a *Councillor* under the *MGA* to represent a ward of the city, who continues to hold office;

E.18 *"Criminal Code"*, means the *Criminal Code*, R.S.C. 1985, c. C-46, as amended, or any statute enacted in its place;

E.19 *"Deputy Mayor"* means the *Councillor* appointed by *Council*, in keeping with the *MGA* and this Bylaw, to act as *Mayor* in the absence or incapacity of the *Mayor*;

E.20 *"Ex-Officio Member"* means a *Member* of a voting body who is not specifically appointed as a *Member*, but who is a *Member* by virtue of holding another office, such as the *Mayor*;

E.21 *"Floor of Council"* means the area separated by a barrier in the Council Chamber where *Members* of *Council*, *Council Committee*s and *Officers of Council* are seated;

E.22 "*Freedom of Information and Protection of Privacy Act*" *("FOIP Act")* means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended, or any statute enacted in its place;

E.23 *"General Consent"* means an informal way of asking for consensus, used only for routine and non-controversial decisions, usually of a procedural nature, e.g.: The *Chair* asks: *"Is there any objection to extending the time for this speaker by two minutes?"*, pauses, and if no *Member* objects, says: *"There being no objections, the time is so extended."* If a *Member* does object, the *Chair* takes a voice vote: *"There are objections and we'll take a vote on the matter. Those in favour of extending the speaker's time by two minutes? Those opposed? Thank you. The two minute extension has been granted (or not granted)"*.

E.24 "*General Election*" means an election held for all the *Members* of *Council* to fill vacancies caused by the passage of time, in accordance with the *Local Authorities Election Act*;

E.25 *"Governance Document"* means a document that outlines a *BCC*'s structure and includes items such as eligibility criteria, composition, mandate, and term lengths. A *governance document* may include a bylaw, a policy, or Terms of Reference;

E.26 *"Human Rights Act" means the Alberta Human Rights Act*, R.S.A. 2000, c. A-25.5, or any statute enacted in its place;

E.27 *"Interpretation Act" ("IA")* means the *Interpretation Act,* R.S.A. 2000, c. I-8, as amended, or any statute enacted in its place;

E.28 *"Land Use Bylaw" ("LUB")* means the Land Use Bylaw, 1P2007, as amended, or any bylaw enacted in its place;

E.29 "*Local Authorities Election Act" ("LAEA")* means the *Local Authorities Election Act,* R.S.A. 2000, c. L-21, as amended, or any statute enacted in its place;

E.30 *"Majority"* with respect to *quorum* means more than half of the appointed *Members*;

E.31 *"Majority vote"* means the vote of more than half of the *Members* present and voting at a properly called meeting at which a *quorum* is present.

E.32 "*Mayor*" means the *Member* duly elected in the City as the Chief Elected Official under the *MGA* who continues to hold office;

E.33 "*Member*" means a *Member* of *Council* duly elected who continues to hold office, or a *Member* of a Committee duly appointed by *Council* to that Committee;

E.34 *"Motion Arising"* means a motion moved by a *Member* of *Council*, and is directly related to or "arises" from an item or motion which has just been considered.

E.35 "*Municipal Government Act" ("MGA")* means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, or any statute enacted in its place;

E.36 "*Notice of Motion"* means a submission made by one or more *Members* of *Council*, intended to provide notice of a resolution for *Council* or Committee's consideration;

E.37 "Oaths of Office Act" means the *Oaths of Office Act*, R.S.A. 2000, c. O-1, as amended, or any statute enacted in its place;

E.38 "Officer of Council" means the *City Manager*, *City Solicitor and General Counsel*, *City Clerk*, Chief Financial Officer, General Managers or their assigned delegates, and also the Integrity Commissioner, the Ethics Advisor and the City Auditor.

E.39 *"Omnibus Motion"* means a motion to place on the floor and adopt, without debate, the recommendations of two or more reports;

E.40 "*Point of Order*" means a statement by a *Member* raising a departure from this Bylaw or other parliamentary procedure;

E.41 *"Postpone"* as a motion means to delay dealing with a motion or item until a future meeting.

E.42 "*Public Hearing*" meeting of *Council* means a meeting;

(a) to hear planning matters,

[*MGA*, s. 692(1)]

(b) to hear any matters that the *MGA* or other enactment requires a public hearing to be held for, or

[*MGA*, s. 230(1)]

(c) to hear other matters which *Council* directs be considered through a public hearing process;

E.43 "*Question of Privilege*" refers to matters affecting the rights and immunities of *Council* collectively or the propriety of the conduct of individual *Members* and includes, but is not limited to, the following;

(a) the organization or existence of *Council*,

(b) the comfort of *Members*,

(c) the conduct of *Members*,

(d) the conduct of *Administration* or members of the public in attendance at the meeting, and

(e) the reputation of *Members* or of *Council* as a whole;

E.44 "*Question Period*" means the time set aside at a *Council* meeting for *Members* to ask *Administration* specific questions on urgent issues;

E.45 "*Quorum*" means the number of *Members* entitled to vote who must be present in order to conduct a meeting, and is a *majority* (greater than fifty percent) of the membership of the voting body, unless *Council* provides otherwise in a *governance document*;

E.46 *"Recorded Vote"* means each *Member* entitled to vote on a matter shall indicate their vote on a printed form. The *City Clerk* shall gather the forms and read aloud the votes.

E.47 "*Regular"* meeting means a meeting other than a *Special* meeting to deal with the standard business of *Council* or a *Council Committee*, such as items from *Officers of Council*, *Administration* or Committees, Bylaws and other business as listed in section 48 or 52;

E.48 "*Regular business"* means that portion of a *Combined* meeting of *Council* which deals with the standard business of *Council* such as items from *Administration* or Committees, Bylaws and other business as listed in Section 48;

E.49 "*Robert's Rules of Order*" or "*RONR*" means *Robert's Rules of Order Newly Revised*, current edition.

E.50 "*Roll Call Vote"* means a vote taken by calling the name every *Member* entitled to vote on a matter, and recording their vote.

E.51 "*Special*" meeting of *Council* or *Council Committee* means a meeting called to deal with a specific topic, whose business to be transacted is described in general terms in the meeting notice;

E.52 *"Two-thirds vote"* means the vote of more than two-thirds of the *Members* present and voting at a properly called meeting at which a *quorum* is present.

E.53 *"Urgent Business"* means those matters added by a vote of *Council* to a meeting agenda once the meeting has commenced.